



IDAHO DEPARTMENT OF EDUCATION
TEACHER CERTIFICATION
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MARILYN HOWARD, Ed.D.
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

INSTRUCTIONS FOR CREDENTIAL RENEWAL: According to our records, your Idaho credential expiring on 9/1/2005 will soon need to be renewed. Please note that in addition to the recent credit requirement, educators working in Idaho schools at renewal time may need to meet the following requirements to renew their credentials:

Idaho Technology Competency: Anyone **working under contract in an Idaho school** must pass an Idaho technology competency assessment before a renewed credential can be issued. This requirement may be met by the Educator Technology Assessment (a written test on computer skills), the Idaho Technology Portfolio Assessment, **or** the Idaho Technology Performance Assessment. These technology assessments are offered through the College of Education at Idaho universities, and the type of assessment offered will vary depending on the university. Please see the following website: education.boisestate.edu/eta for more information. **Please note:** Our office **checks the technology requirement at renewal time only**; if you are not working in an Idaho school at this time, but are employed by an Idaho school before your next renewal, you will need to take care of this requirement before the next renewal of your credential.

Idaho Comprehensive Literacy Course (ICLC): If you will be teaching elementary (**multi-subject classroom**, grades K-8), reading/writing/language arts (K-8), special education (K-12), Title I (K-12), or English (K-8) **in an Idaho public school** during the 2005-2006 school year, you need to complete the Idaho Comprehensive Literacy Course (ICLC) **or** pass the Idaho Comprehensive Literacy Assessment (ICLA) to renew. Also, if you are an Idaho public school administrator who directly supervises any teacher in the categories listed above, you need to complete the ICLC (or ICLA) to renew your credential. Please contact the College of Education at your nearest Idaho university for details on the ICLC or ICLA. **Please note:** Our office **checks the ICLC requirement at renewal time only**; if you are not working in an Idaho public school at this time in one of the areas listed above, but are employed in one of those areas by an Idaho public school before your next renewal, you will need to take care of this requirement before the next renewal of your credential.

To renew your Idaho credential, please send the following materials **together in one packet**.
If materials are sent separately, it may delay processing of your application:

_____ A completed **application form B1-R** (see enclosed) for renewal of your Idaho credential.

_____ Payment of **\$75** (check or money order payable to Idaho State Department of Education).
This is a **non-refundable** processing fee.

_____ **Transcripts** verifying a total of at least six semester (nine quarter) credits **completed between 9/1/2000 and 9/1/2005**. PLEASE NOTE: PHOTOCOPIED TRANSCRIPTS, FAXES, INTERNET PRINTOUTS, AND GRADE REPORTS **WILL NOT BE ACCEPTED**. Transcripts **do not** have to be sealed in an envelope (even if it reads "unofficial if opened"), but **must** be distinguishable from a photocopy. We will accept any transcript containing colored ink or a raised seal, or any transcript printed on security paper.

Classes in **any** subject area, taken at freshman level (100 level) or above from a properly accredited institution for **semester or quarter credit hours** will be accepted. To be properly accredited, an institution must be accredited by an agency recognized by the American Council on Education (ACE).

Up to three of the six credits may be earned through professional development activities that do not earn university credit. The professional development activities **must** be approved on an inservice form signed by an Idaho school administrator. You can find this form (**B7**) under "Certification Forms" on our website, www.sde.state.id.us/certification. Fifteen clock hours of district-approved inservice equals one renewal credit. Completed inservice forms should be sent in with your renewal application.

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Please note: District-approved inservice credit CANNOT BE USED to satisfy a recent credit deficiency if you hold an Idaho out-of-state endorsement credential or Idaho Interim Certificate and are applying for a clear Idaho credential.

_____ **Idaho Technology Competency** (for Idaho educators only) – An original certificate of completion, a notarized copy of the certificate, or an official letter of completion from a State Board of Education-approved provider of an Idaho technology competency assessment. **The Idaho technology competency is required for renewal *only* if you are working in an Idaho K-12 school at renewal time.**

Please note: If you completed one of the Idaho technology competency assessments in the past, we may already have verification on file. If we already have verification on file, you do not need to send proof that you met this requirement. However, approximately one year ago the providers stopped sending results to our office, so if you completed this requirement recently, you will need to send in written verification. **We will inform you within a few days of receiving your application if we need written verification of completion of the Idaho technology competency requirement.**

_____ **Idaho Comprehensive Literacy Course** (for certain Idaho educators only; see list on other side of this page) – A transcript verifying completion of the three strands of the ICLC **or** written verification from a provider of completion of the ICLC **or** written verification of passage of the Idaho Comprehensive Literacy Assessment (ICLA). **The ICLC is required for renewal *only* if you are working in an Idaho K-12 public school and *only* if you are working in one of the areas listed on the other side of this page.**

Please note: If you completed the ICLC in the past, we may already have verification on file. However, approximately one year ago the providers stopped sending results to our office. If we already have verification on file, you do not need to send proof that you met this requirement. **We will inform you within a few days of receiving your application if we need written verification of completion of the ICLC.**

_____ If revisions (additional endorsements and/or certificates) are requested at the time of the renewal, official transcripts and any other additional documents supporting the revision will be needed. **There is no additional fee for revisions requested at the time of renewal.**

***If you take summer 2005 coursework to complete renewal requirements,** transcripts may not be posted at some universities until after 9/1/2005. If you take summer coursework and your transcripts will not be posted until after 9/1/2005, you may wish to send your application, fee and a note stating that the transcript(s) will be arriving after September 1. We will then hold your application for the summer coursework. The renewal of a certificate cannot be completed until all materials have been received. **All coursework for renewal must be completed by 9/1/2005.**

If the transcript is received after 9/1/2005 and it is not clear on the transcript that the credit was completed by 9/1/2005 (for example, if the class is posted as “Fall 2005”), we will need written verification from the university (the teacher of the class or the Registrar) that the class was completed by 9/1/2005.

Please note: While your credential does expire on 9/1/2005, we **will** accept renewal applications through 12/31/2005. However, if you are working in an Idaho school district, you need to get a copy of your renewed credential to your school district as soon as possible (preferably by 9/1/2005). Please keep your school district informed if you are having any difficulty in renewing your credential.